

CONDUCTING THE INTERVIEW

The Steps in Preparation

- Review the detailed position description and job analysis.
 - Read the application form carefully, noting items to check in the interview.
 - Read the resume and any correspondence between applicant and agency.
 - Examine test and reference check data, if available.
 - Study comments and observations of earlier interviewers, if any.
- (To avoid being unduly influenced steps 4 & 5 may be postponed until after the interview.)

Scanning the Application

- Is application signed?
- Any gaps in background?
- Insufficient responses to items?
- Inconsistencies of any sort?
- Are attitudes reflected in key statements regarding likes and dislikes, reasons for leaving the job, plans for the future?
- After reading for content, look over the form again for how it was filled out.
Were the spelling and choice of words on acceptable levels? Were answers complete? Was it accurate, neat? Were instructions followed?

Resume vs. Application

A resume contains useful information not available elsewhere. A caution is that someone else (a professional resume service, for example) may have prepared the resume; therefore, the attitudes reflected may not be the applicant's.

In general, take the resume with a grain of salt because it is a self-serving, biased document prepared to make the applicant look favorable. It may be distorted because the individual emphasizes things he or she considers important, not necessarily the things you consider valuable in a job applicant. However, many capable people who do their own resumes aren't very good at it, and their true abilities are greater than the resume indicates.